

FLORIDA STATE UNIVERSITY

LAW SCHOOL COUNCIL

2019-2020 BYLAWS

1. Governing Body

- a. The Law School Council (LSC) adopts and complies with the rules and regulations laid out in the Florida State University (FSU) Student Government Association (SGA) Statutes and the Congress of Graduate Students (COGS) Code and Financial Manual.
- b. LSC shall be governed by the Robert's Rules of Order.

2. Law School Council Body

- a. *Composition*
 - i. The Law School Council (LSC) will be comprised of nine (9) law students.
 - ii. All LSC members must be financially certified through FSU Student Government Association.
 - iii. The new LSC Board shall takeover on the last business day before Spring Graduation.
- b. *Interview Process*
 - i. Any member wishing to return as a member the following year must send a statement of interest to the Chair by January 31.

- ii. The Chair will then send those statements to the LSC Selections Commission.
 - iii. In early February, LSC shall send application interest emails to the FSU Law Student Body.
 - iv. Once applications and resumes are submitted, interviews shall be held.
 - 1. According to COGS Code 300.3E, interviews shall be held by the LSC Selections Commission.
 - a. The LSC Selections Commission shall be comprised of the COGS Speaker, the current Law School Administrative Representative to LSC, the Deputy Speaker of Finance, the Chair of the Internal Affairs Committee, and the LSC Chair, unless the LSC Chair is seeking to remain on the board.
 - i. If the LSC Chair is seeking to remain on the board, an LSC member not seeking to remain on the board shall fill the spot.
- v. The LSC Selections Commission shall interview all applicants, including those LSC members seeking to remain on the board.
- vi. Once the LSC Selections Commission decides on 9 applicants, the COGS Speaker shall email the applicants the results.

c. *Elections Process*

- i. After applicants are chosen to be members of LSC, elections shall be held.

1. The Chair shall plan a meeting for elections to occur, with 1 week notice given.
 - a. Members interested in running for a position shall prepare a statement of interest for the elections meeting.
 - b. Members shall present those statements of interest to the board.
 - c. Positions shall then be approved by a vote over 50% of the voting members.
2. In the event no one runs for a position, the Board shall decide how to fill the position.

d. *Communications*

- i. Any emails originating from the official LSC email account shall distinguish whether the Chair or the Vice-Chair is drafting the email.

e. *Positions*

i. Chair

1. The Chair shall:
 - a. Preside over all LSC meetings.
 - b. Represent LSC in all official business matters before COGS or the Student Senate.
 - c. Have the authority to call special meetings of LSC.
 - d. Be responsible for all official correspondence of LSC.

- e. Act as a liaison between law school student organizations and SGA Accounting.

- f. Have access to the official LSC email account.

ii. Vice Chair

1. The Vice Chair shall:

- a. Assist the Chair in all their duties.

- b. Act as a supportive role with the Chair delegating tasks to them.

- c. Serve as the Chair in the event the Chair cannot perform their duties.

- i. Have access to the official LSC email account.

- d. Collect attendance sheets from RSO meetings.

iii. Treasurer

1. The Treasurer shall:

- a. Keep an accurate and up-to-date budget.

- b. Perform any other duties as assigned by the LSC Chair.

- c. Attend any budgetary meetings as an LSC representative.

- d. Work with the Deputy Speaker of Finance in order to perform any requested external audits in compliance with the COGS Code.

iv. Secretary

1. The Secretary shall:

- a. Keep accurate minutes of all LSC meetings.
- b. Email the minutes to the Chair at the conclusion of each LSC meeting.
- c. Perform any other duties as assigned by the LSC Chair.

f. *Vacancies*

- i. If a vacancy occurs on the LSC Board, the LSC Selections Committee shall be contacted to find a replacement.
- ii. If the vacancy occurs during the Fall semester, the LSC Selections Committee shall convene to hold new interviews.
 - 1. The process outlined in (2)(b)(iv) shall be followed.
- iii. If the vacancy occurs during the Spring semester, the LSC Selections Committee shall convene, either via email or in-person, to discuss the applicants that applied during the February interview process.
 - 1. The LSC Selections Committee shall rank the remaining applicants and approve a new member by a vote over 50% of the voting members.

3. Request Process

- a. Each month LSC shall hold in-person meetings for requests.
 - i. An email detailing the process shall be sent by the Chair a week prior to the meeting.
 - 1. COGS allocation requests shall be due at 11:59 pm on the Sunday before the meeting.

b. Meetings

- i.** LSC funds cannot be used for meetings with an expected attendance of less than 10 students.
- ii.** All Organization meetings must be open to all Florida State University Students per the Congress of Graduate Student's (COGS) rules.

c. Alcohol

- i.** The Law School Council (LSC) will not provide funds that go directly towards alcoholic beverages per the Congress of Graduate Student's (COGS) rules.

d. Fundraising

- i.** The Law School Council (LSC) will not provide funds for any Organization's fundraising events.
 - 1.** Additionally, LSC will not provide funds for raffle tickets or prizes per the Congress of Graduate Student's (COGS) rules.

5. Travel Regulations

a. Dates

- i.** The Law School Council (LSC) will not approve funding requests for travel that is less than 35 business days after the scheduled LSC meeting.

b. Mileage

- i.** The Law School Council (LSC) will reimburse Organizations for mileage based on the Congress of Graduate Student's (COGS) mileage rate of \$0.445/mile.

c. Lodging

- i.** Hotel requests must be a maximum of \$150 per night and any request over \$150 per night must have justification.
- ii.** The Law School Council (LSC) will not fund lodging for Airbnb per the Congress of Graduate Student's (COGS) rules.

6. Amendments

- a.** Provided that all rules and regulations laid out in the Florida State University (FSU) Student Government Association (SGA) Statutes and the Congress of Graduate Students (COGS) Code and Financial Manual are followed, the bylaws may be amended by a vote over 70% of the LSC board, provided that the proposed amendment was presented at or before the previous meeting.

7. Discretion of the Board

- a.** Notwithstanding any of the foregoing provisions, LSC upon a vote over 70% of the voting members of the Board may approve any non-conforming request which fails to meet the standards expressed in these by-laws or funding guidelines so long as the request is consistent with the requirements set out in the COGS code.

History, Legislative Intent, Date of Ratification, & Date of Amendment:

The bylaws were written on September 2018 by Lauren Brooker and rewritten in August 2019 by the 2019-2020 Law School Council Board. The date of ratification of these bylaws and any future dates of amendment shall be listed below this section for the purpose of accurate record.

RATIFIED on the 13th day of August 2019.